

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, March 13, 2017 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member (Arrived at 6:01 p.m.); Stephen Dielmann, Member; Luis Zubieta, Member. **ALSO PRESENT:** Gelien Perez, HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary.

ON THE DAIS:

- **New Business Item 15a - Request to certify the eligibility list for EPI Youth Program Coordinator.**
- **New Business Item 15b - Request to certify the eligibility list for Stockroom Aide for Parks and Recreation.**
- **New Business Item 15c - Request to approve new civil service classification and job description for Information Technology Coordinator.**

AGENDA

1. Request to approve the minutes of the February 6, 2017 Personnel Board meeting.
APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received February 2017.

1. Jean Paul DiPietro	Police Department
2. Felipe Fernandez	Police Department
3. Esteban Holland	Police Department
4. Benny Merino	Police Department
5. Marlene Peralta	Public Safety Communications
6. Jose Carballeira	Public Works
7. Fabian Crooks	Public Works
8. Divier Leal	Public Works
9. Raquel Ortiz	Public Works

APPROVED. Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote

3. Report of Leave without Pay for February 2017.

SO NOTED

4. Report of Civil Service Appointments for February 2017.

1. Lisette Perez	City Clerk
2. Yiselis Rodriguez	Community and Development
3. Orlando Delgado	Construction and Maintenance
4. Rolando Diaz	Construction and Maintenance
5. Roberto Gil	Construction and Maintenance
6. Ernesto Lestayo	Construction and Maintenance
7. Anibal M. Rioseco	Construction and Maintenance

8. Alex Castillo	Fire Department
9. Ivan Ivanov	Fire Department
10. Javier Perez	Fire Department
11. Nilo Sierra	Fire Department
12. Marigert Espinosa	Mayor's Office
13. Virgilio Gil	Parks and Recreation
14. Gustavo Vasquez	Parks and Recreation
15. Nelson Fernandez	Parks and Recreation
16. Ramon Linares	Parks and Recreation
17. Luis Enrique Piloto	Parks and Recreation
18. Curtis Champion	Streets
19. Osvaldo Comas	Streets
20. Arian Estrada	Streets
21. Luis O. Medina	Streets
22. Miguel Mena	Streets
23. Karel Villanueva	Streets

SO NOTED

5. Report of Civil Service Resignations for February 2017.

1. Natalia Neira	Construction and Maintenance
2. Michael Allen	Fire Department
3. Craig Blum	Fire Department
4. Fidel Paez	Parks and Recreation
5. Daniel Aguilar	Police Department
6. Michael Mendez	Police Department
7. David Toledo	Police Department
8. Pedro Valdez	Public Works
9. Israel Sanchez, Jr.	Public Safety Communications
10. Ashley N. Williams	Public Safety Communications
11. Anita M. Zepeda	Public Safety Communications
12. James T. Fredrick	Streets Department

SO NOTED

6. Report of Maternal/Paternal Leave for February 2017.

1. Esteban Holland	Police Department
2. Carlos Linares	Police Department
3. Ibel Perez	Police Department

SO NOTED

7. Report of Leave of Absence for February 2017. **None.**

SO NOTED

8. Request to certify the eligibility list for **Accounting Clerk I.**
APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.
9. Request to certify the eligibility list for **Clerk Typist I.**
APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.
10. Request to certify the eligibility list for **Program Specialist II – Grants and Human Services.**
APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.
11. Request to certify the eligibility list for **Program Specialist III – Grants and Human Services.**
APPROVED. Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.
12. Request to certify the eligibility list for **Recreation Center Director I.**
APPROVED. Motion by Mr. Zubieta. Second by Mr. Dilemann. Passed by unanimous vote.
13. Request to approve the **new** civil service classification and job description for the position of **Solid Waste Supervisor II.**
Copy of **new** job description is attached.
Range 50 - \$1,303 - \$2,535 Bi-weekly
APPROVED. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.
14. Request to hear **Unfinished Business.**
APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.
15. Request to hear **New Business.**
APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.
 - 15a. Request to certify the eligibility list for **EPI Youth Program Coordinator.**
APPROVED. Motion by Ms. Pena. Second by Mr. Zubieta. Passed by unanimous vote.
 - 15b. Request to certify the eligibility list for **Stockroom Aide for Parks and Recreation.**
APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.
 - 15c. Request to approve the **new** civil service classification and job description for the position of **Information Technology Coordinator.**
APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.
Copy of **new** job description is attached.
Range 52 - \$1,418 - \$2,904 Bi-weekly

NEXT PERSONNEL BOARD MEETING: Monday, April 3, 2017 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.